



NATIONAL ENDOWMENT FOR THE

Humanities

DIVISION OF PRESERVATION AND ACCESS

NEH Common Heritage

Managing Your Grant: Tips for Project Directors

Who's Involved?

- Key participants on your end:
 - *Project director* (PD), responsible for ensuring that proposed activities carried out as planned;
 - *Institutional Grants Administrator* (IGA), responsible for submitting project reports to NEH and handling accounting and invoicing.
(*Note: for many Common Heritage grants, the PD and IGA may be the same person.*)
- Key participants at NEH:
 - *NEH Program Officer* (PO), your primary point of contact at NEH and responsible for answering questions about project scope, project activities, and approving changes in project personnel; the PO assigned to your grant is identified in the award documents.
 - *NEH Common Heritage Coordinator* can answer general questions about the program: Jesse Johnston (jjohnston@neh.gov, 202-606-8250).
 - *NEH Grants Officer* deals with all issues related to grant administration; for all Common Heritage projects, the Grants Officer is Barbara Tatge (btatge@neh.gov, 202-606-8217).
- Because this grant was awarded to your institution or organization, there may be additional institutional requirements related to the management of your project.
- If you don't already, get to know your IGA.
- Please feel free to contact your PO or the program coordinator – we are happy to answer any questions you may have and to learn about the progress of your project!

What are the Award Documents?

- These include an official letter of notification, Terms and Conditions for the grant, as well as NEH General Terms and Conditions for Awards.
- Copies of award documents are sent to both the PD and IGA via [eGMS](#).
- Please review the award documents carefully. Here are some of the important points:
 - You must maintain an Organizational Prior Approval System or OPAS (for questions, please contact NEH).
 - Any significant change in the project's scope may require NEH approval.
 - In publicizing your project, please be sure to note NEH funding, make use of the appropriate NEH logos, and include the following disclaimer: "Any views, findings, conclusions, or recommendations expressed in this {exhibition,

program, Web resource}, do not necessarily represent those of the National Endowment for the Humanities.” For more information, see “[Acknowledging NEH Awards](#)”.

How Do We Receive Grant Funds?

- Most grantees are authorized to request advance payments once a month using the [form SF 270](#); you will find other useful forms on the NEH website at <http://www.neh.gov/grants/manage/organizations>. Consult your IGA for details;
- The NEH Grants Officer can answer questions about these procedures.

How Can We Tell NEH about Our Activities?

- We are eager to hear about your project! Please communicate to your program officer preliminary information on event schedules to NEH as soon as they are finalized; you may use the online form at <http://goo.gl/forms/iTqJYih5Nh>.
- Similarly, send photographs and other documentation of Common Heritage events to your NEH program officer. (By doing so, you indicate that you hold rights to the image and transfer reproduction and usage rights to NEH.)
- Please mention project activities on social media using the hashtag #NEHCommonHeritage.
- You can find NEH on social media platforms, including Facebook and Twitter. For more information about publicity, see the [NEH Communications Toolkit](#).
- After your project is finished, you will submit a final report via the eGMS; more information at the [eGMS FAQs](#).

What NEH Can and Cannot Do For You

- NEH’s Division of Preservation and Access and Office of Grant Management can offer advice and support once your project begins.
- We help to publicize project activities on the [NEH-sponsored events Web page](#). (For us to do so, we’ll need information from you, as described above.)
- Ultimately, however, this is your Common Heritage project. Some matters may be determined by your organization’s policies and procedures. Before contacting NEH with questions regarding the administration of your grant, be sure to consult with your IGA.